

Submitted: 6/5/2012
Jurisdiction: Baltimore City
Agency: Archives
Division:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 351
MSA ID: SE55-2471

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Finance: Cashier Stubs	57	5	2007	26 cu ft.	06/04/2012	shred
2	Finance: Cashier Machine Listing	105	5	2007	5 cu ft.	06/04/2012	shred
3	Fire Department: Ambo Reports	324	8	2004	7 cu ft.	06/04/2012	shred
4	Health: Immunization Files	1042	18	1975	1 cu ft.	06/04/2012	shred
5	Human Resources: Applicaitons/Tests	1036	4	1988, 1997	2 cu ft.	06/04/2012	shred
6	Human Resources: Applications	411	4	1991-1994	4 cu ft.	06/04/2012	shred
7	Finance: Miscellaenous Revenue Envelopes	58	5	2006	1 cu ft.	06/04/2012	shred
8	Health: Prenatal Files, Healthy	1898	18	2005-2008	44 cu ft.	06/04/2012	shred
9	Finance: Vouchers	1	5	1995, 2005	12 cu ft.	06/04/2012	shred
10	Finance: Administrtive Correspondence	143	5	2004-2005	6 cu ft.	06/04/2012	shred

Destruction Approved by Maryland State Archives

5/29/2012

Date



State Archivist

Destruction Certification

Gerald Roberts

Signature

Records Administrator

Title

6/5/2012

Date